

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Transit Operations Transportation, Engineering & Evaluation Division Elderly & Handicapped Branch 401 W. Peachtree St. Atlanta, GA 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed FEB 25 1980 80-231 MAR 14 1980	
4. Person to Contact Freda Todd		5. Working Title Clerk-Typist	6. Telephone Number 586-5440
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present		9. Records Series Title (followed by title used in office, if different) Elderly & Handicapped Branch Project Files	
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The division schedules transportation services in the MARTA service area to meet the service commitments of the Authority. This includes the scheduling of regular bus service, rapid rail service, elderly & handicapped services & school bus services. The Elderly & Handicapped branch (E&H) of this division is responsible for administering the Authority's elderly & handicapped services and projects.</p>			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: Administering the Elderly and Handicapped Program.</p> <p>Included are: Letters, memorandums, surveys, booklets, reports, speeches, minutes (E&H Advisory Committee), and pamphlets.</p> <p>File is arranged: ^{fiscal} Chronologically by year, then alphabetically by subject. file.</p>			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 8 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS			
Approved	Department Records Management Officer	Date	
	<i>Ann J. Johnson</i>	Feb 12 '80	
Approved	Division Head/Designee	Date	
	<i>M. C. W.</i>	2/12/80	
Approved	Department Head/Designee	Date	
	<i>Begonia H. Franklin</i>	2/13/80	
Approved	Records Management Analyst	Date	
Approved	Legal Counsel	Date	
	<i>Wayne E. Under</i>	2/20/80	
Approved	Division of Audit	Date	
	<i>J. Smith</i>	2/20/80	
Approved	Department of Archives and History	Date	
	<i>Canell Hart</i>	3-13-80	
Approved	MARTA Management Advisory Committee	Date	